

Attendance Expectations at Haven High

We expect students have absence levels below 5%

This means:

- no more than 9 school days off over the full year, or
- no more than 1½ days absent per half term, on average, or
- being present in school for 4 full weeks for every 1 day absent

Reporting Absences at Haven High



Contact us before 8.45am every day your child is absent

- Text message: We recommend the MyEd app. This includes the facility to automatically translate
- Email: attendance@havenhigh.net
- Telephone: 01205 311979

Punctuality Expectations at Haven High

8.00am	FREE breakfast club opens in the school canteen
8.15am	Gates open at The Blue Line
8.40am	Gates close. Students arriving after this time must enter via the Front Office.
8.45am	Students should be in their Lesson 1 classroom and ready to start working
9.15am	Registers close. If arriving after this time, students will get an unauthorised late mark

Leave of Absence and Holidays

Leave of Absence Request Form is available on the school website

All leave will be unauthorised unless there are exceptional circumstances.

Requests for exceptional circumstances to be considered must be made at least 20 school days before the leave begins. Leave cannot not be retrospectively authorised. If we do not agree to the authorisation **BEFORE** the leave begins, it will be unauthorised

A penalty notice fine or legal prosecution will always be pursued if a student has 10 sessions of unauthorised holiday or leave of absence in 10 school weeks.

Medical Appointments

No medical appointments will be authorised unless evidence of the appointment is provided

Planned appointments should be made after school or in the holidays, if possible.

Students are expected to attend school before and after appointment times

If appointments are made in school time parents should minimise disruption to learning, by booking the appointment for late afternoon or early morning

Optician's appointments are easy to book at weekends so will not be authorised

Dentist check-ups should be booked for during the school holidays or after school.

Illness Absence

It is expected that children will attend school with minor ailments. These can usually be managed by encouraging the child to drink plenty of water, get enough sleep at night and take paracetamol – none of these things require a day off school

Haven High expects that:
absences of 3+ consecutive days or
2+ separate absences in a half term
would warrant some medical advice or attention.

We know there can be genuine reasons for absence. Our aim is to work with you to make sure your child gets the best possible education and support. To ensure we are supporting your child in the right way, we may ask for medical evidence.

Medical evidence allows us to:

- Make sure we are recording absences accurately and in line with Department for Education guidance.
- Identify any ongoing or recurring health issues so we can offer the most appropriate support in school.
- Work together with you and, if needed, health professionals to help your child attend regularly.

Acceptable forms of evidence includes:

- An appointment confirmation
- A copy of a prescription or medication label with child's name on
- Hospital/Medical letters
- A screenshot/print out of your child's patient summary from:
<https://www.nhs.uk/nhsservices/gps/view-your-gp-health-record/>

Not Reasons to be Absent from School



A PARENT DOES NOT CONTACT US TO TELL US WHY THE CHILD IS ABSENT
Remember to contact us by 8.45am EVERY DAY your child is absent



YOUR CHILD HAS FALLEN OUT WITH SOMEONE OR IS WORRIED ABOUT BULLYING
They need to talk to us to help solve the problem instead of avoiding it.



YOUR CHILD FEELS TIRED
They need to have an earlier bedtime so that it's easier to get up in the morning.



YOUR CHILD HAS HEADACHE OR A COLD
Drink plenty of fluids. Bring a water them to school and take painkillers before school.



BEING SICK OR HAVING RUNNY POO IS NOT AN AUTOMATIC REASON TO BE ABSENT
There is no need to be absent if your child feels well. Most instances are to do with poor diet, tiredness or other environmental factors so are not contagious.



MEDICAL APPOINTMENTS
Medical appointments should be arranged in holidays or after school, where possible.



YOUR CHILD FEELS LOW OR WORRIED - We have trained professionals in school who can support children's emotional health. Come into school and speak to your Year Hub.



YOUR CHILD IS REFUSING
We need to work together to understand why. We may recommend Early Help support.

Persistent Absence Form Groups

To support students to improve their attendance at school, some students with attendance is below 90% will be allocated to a Persistent Absence Form Group. PA Form Groups are temporary and will concentrate on catching up on work missed while absent and promoting good attendance

Students in the Persistent Absence Form Group will return to their previous form group when they have 6 school weeks of 100% attendance or are no longer in the lowest attenders in their year group.

HELPING YOU UNDERSTAND ATTENDANCE FINES

Penalty notice fines will be considered when a student has:

10 SESSIONS OF UNAUTHORISED ABSENCE IN 10 SCHOOL WEEKS. One session = half a day. Applies to term-time leave, or unauthorised absences, or a combination, and can be consecutive or not.

FIRST OFFENCE

1

- ▶ £80 per parent, per child, if paid within 0-21 days.
- ▶ £160 per parent, per child, if paid within 22-28 days.
- ▶ If unpaid after 28 days, the case will progress directly to Magistrates' Court, see third offence below.

SECOND OFFENCE (WITHIN 3 YEARS)

2

- ▶ £160 per parent, per child, if paid within 0-28 days.
- ▶ No option to pay a reduced amount if paid early
- ▶ If unpaid after 28 days, the case will progress directly to Magistrates' Court, see third offence below.

THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

3

- ▶ The case will be presented to the Magistrates' Court for legal prosecution.
- ▶ Magistrates can issue fines up to £2500 per parent, per child.
- ▶ Cases found guilty in Magistrates' Court can show on a parents future DBS certificate, due to failure to safeguard a child's education.

A Penalty Notice can be issued under the following legislation:

- **Section 7 of the Education Act 1996** places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under **Section 444 of the Education Act**
- In cases where this duty is not being fulfilled **Section 444B of the Education Act** empowers the Local Authority to issue a Penalty

A Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of a suspension or exclusion from their school. **Section 103 of the Education and Inspections Act 2006** makes it a duty for parents in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the LA before a Magistrates' Court or issued with a Penalty Notice.